

PRIVACY IMPACT ASSESSMENT
Web Bidder Master File (BMF)

1. **Department of Defense Component:** Defense Logistics Agency.
2. **Name of IT System:** Web Bidder Master File (BMF).
3. **Budget System Identification Number (SNAP-IT Initiative Number):** 698.
4. **System Identification Number(s) (IT Registry/Defense IT Portfolio Repository):** 284.
5. **IT Investment Unique Identifier (OMB Circular A-11):** N/A.
6. **Privacy Act System of Records Notice Identifier:** S650.30, entitled "DRMS Surplus Sales Program Records"
7. **OMB Information Collection Requirement Number and Expiration Date:** OMB NO: 0704-0382, EXPIRATION DATE: 02/29/2008; entitled "End Use Certificate", DLA FORM 1822.
8. **Authority to collect information:** 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 40 U.S.C. 101 et seq., Federal Property and Administrative Services Act of 1949, as amended; 50 U.S.C. App. 2401 et seq., Export Control and 41 CFR part 101-45.
9. **Brief summary or overview of the IT system:** Information is collected and maintained for the purpose of registering bidders for Defense Reutilization and Marketing Service (DRMS) surplus sales. The information is also used to award contracts with successful bidders, perform Trade Security Control Clearance Assessments and process financial transactions, such as payments and refunds.
10. **Identifiable Information to be Collected and Nature / Source:** Biographical potential bidder information is collected at HQ DRMS and OCONUS (at specific sites) via mail, fax, E-Mail, or Internet on-line bidder's form when a potential or actual bidder registers for a sale. Information is then input into the BMF. It is then copied to the DNSP or rekeyed into the DAISY Local Sales Bidder Registration Screen. It includes any or all of the following: Bidder Registration Number; Bidder Identification Number; Bidder Last Name; First Name; Middle Name; Company Name; Attention Line; Street Address; City; State; Zip; Province; Country; Mailing Address TXT; Mailing City; Mailing State; Zip; Mailing Province; Mailing Country; Commercial Phone; Fax Number. Tax Identification Number (TIN) (which includes the Social Security Number (SSN) for private citizens) information is collected on new bidders and entered into the Web-based BMF. If a bidder is indebted, debarred, in default or has a bad check, that information is manually added based on notification from DRMS finance or legal. Additionally, the DRMS Sales partner, Government Liquidation, add new bidders for their surplus sales when an End Use Certificate is required.

11. **Method of information collection:** Information collected is via a paper Registration Form (DRMS Form 1581 – under revision to add a Privacy Act Statement) or, if bidding, a bid form (SF 114) which may be mailed or faxed; or via a bid on-line. End Use Certificates (DLA Form 1822) are mailed, faxed, or E-Mailed for those bidders who have been identified as the successful bidder but before they are awarded property.
12. **Purpose of the collection:** Information is collected for the purpose of registering bidders for a sale, awarding property to successful bidders, and processing refunds.
13. **Data uses:** If bidder places a high bid, the information will be used to award that bidder the property and ensure collection of proper payments. Additional information is collected for successful bidders via an End Use Certificate (DLA Form 1822) stating what will be done with the property after award.
14. **Does system derive / create new data about individuals through aggregation?** No
15. **Internal and External Sharing:**

Internal to DLA: Information is used within DLA / DOD to administer sales contracts, ensure proper collection of payments and/or refunds due to successful bidders, performing Trade Security Control assurance investigations, and occasionally for the purpose of conducting criminal/environmental investigations. Information is used by the Defense Finance and Accounting Service in the posting of payments collected for property sold and the proper refund of any monies due to successful bidders.

External to DLA: Information may be used by the Government Accountability Office for auditing purposes. Data may also be provided under any of the routine uses published in the system of records notice and/or the DOD “Blanket Routine Uses” published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

16. **Opportunities to object to the collection or to consent to the specific uses and how consent is granted:** A Privacy Act Statement is included in the SF 114C which states that: the information requested is collected pursuant to section 31001 of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134) for purposes of collecting and reporting on any delinquent amounts arising under or relating to any contract awarded to the bidder as a result of the sale. It also states the information provided is mandatory, and failure to provide the information prior to contract award will result in rejection of the bid or offer. It also goes on to state the routine uses of the collected information.
17. **Information provided the individual at Collection, the Format, and the Means of delivery:** Paper SF 114s and DRMS 1581s may be provided to prospective bidders by the DRMO or bidders may use the format provided on the DRMS Website. Additionally, in CONUS, any property other than Demil¹ A that is awarded requires an End Use Certificate

¹ DEMIL = Demilitarization. DEMIL Codes may be found at:
<http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>

(DLA Form 1822) from the successful bidder. This is also required, even for Demil A, in OCONUS. Successful bidders must fill this out as well stating what they will be doing with the property should they be awarded any items on a sale.

18. Data Controls:

Administrative: Electronic bids are gathered by a sales technician, printed and stored in a secured Bid Cage until Bid Opening Date (BOD), only after which the Sales Contracting Officer can see them in order to make awards.

Physical: The Bid cage is a secured closet physically located in the sales area of HQ DRMS. This is where printed electronic bids are kept until BOD, after which they are filed with the paper contracts.

Technical: Any electronic information is safeguarded via access controls – i.e., identified individuals needing access to information can only access via authorized password or CAC PIN/certificate.

19. Privacy Act Interface: S650.30, entitled “DRMS Surplus Sales Program Records.”

20. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. Describe/evaluate further any risks posed by the adopted security measures: All information is kept in a secure environment, be it paper or electronic. Access is limited to those individuals requiring access to the information. Potential bidders and actual bidders are made aware of any risks involved in providing the mandatory data required to place a bid and be awarded a contract.

21. Classification and Publication of Privacy Impact Assessment:

Classification: Unclassified.

Publication: This document will be posted either in full or in summary form on the DLA public website, http://www.dla.mil/public_info/efoia/privacy.asp.

DATA OWNER:

Name: [Redacted] (Signature)
Title: DNSP/BMF Data Owner
Property Disposal Specialist
Work Telephone Number: [Redacted]
Email: [Redacted]

10-23-2007
(Date)

INFORMATION ASSURANCE OFFICER

Name: [Redacted] (Signature)
Title: Chief, Information Assurance
Work Telephone Number: [Redacted]
Email: [Redacted]

1.9.08
(Date)

PRIVACY OFFICER:

Name: Lewis Oleinick [Redacted] (Signature)
Title: Chief Privacy and FOIA Officer
Work Telephone Number: [Redacted]
Email: [Redacted]

12-29-2007
(Date)

REVIEWING OFFICIAL:

Name: Mae De Vincencis [Redacted] (Signature)
Title: DLA Chief Information Officer
Work Telephone Number: [Redacted]
Email: [Redacted]

1/18/08
(Date)